

Office Memorandum : CIA-RDP80-01370R000200140008-7
UNITED STATES GOVERNMENT

TO : Deputy Comptroller

DATE: 10 July 1958

FROM : Assistant to the Comptroller

SUBJECT: Audit of Deputy Director (Intelligence) Travel Claims

1. On Wednesday, 2 July 1958, the undersigned received a telephone call from Mr. [REDACTED] (Assistant to Deputy Director (Intelligence) Administration) in which he stated that he had received several complaints from Deputy Director (Intelligence) officials relative to the audit of their travel claims by Fiscal Division. He felt that we should be made aware of these complaints in that some degree of ill feeling was being created. 25X1A9a

2. The three cases cited by Mr. [REDACTED] are as follows: 25X1A9a

a. Several telephone calls were made by a Deputy Director (Intelligence) official while in a travel status. These calls amounted to twenty cents each and the traveler stated that they were "official" phone calls. Fiscal suspended the claims with the notation that they were not allowable in the absence of a statement as to who was called and the telephone number in each case.

NOTE: The Standardized Government Travel Regulations, Paragraph 8.1 and 8.2 apply. If the calls are long distance calls paragraph 8.2 requires the points between which service was rendered, the date, the amount paid, and a statement that the calls were on official business.

b. A Deputy Director (Intelligence) official certified on his voucher that a roomette was the lowest first-class accommodation available at the time his reservation was made. A disallowance was made by Fiscal on the basis that after the reservation was made, a sleeping car which contained available lower berths was added to the train.

NOTE: Paragraph 3.6a(1) of the SGTR's states "that the lowest first-class available accommodation superior to a lower berth may be allowed on certification that, at time reservation was made, a lower berth was not available and that the accommodation used was the lowest available first-class accommodation superior to a lower berth."

SUBJECT: Audit of DD/I Travel Claims

c. Several DD/I Assistant Directors have been objecting to the fact that they not only are required to sign each employee's travel voucher as Approving Officer but also a separate certification to the effect that the use of taxis as shown within the voucher was authorized.

NOTE: I can find nothing in our travel regulations which requires this separate certification for taxi fares. [REDACTED] applies to the use of taxicabs.)

25X1A

25X1A9a

3. Mr. [REDACTED] also wanted to know whether Central Processing Branch or the traveler himself should sign certifications for use of superior accommodations, where Central Processing Branch had handled all travel arrangements for the employee. I referred him to paragraph [REDACTED]

25X1A

[REDACTED] 25X1A9a